



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.3.4	Subject: FOOD SERVICE IN SPECIAL HOUSING UNITS
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 3: Food Service	Effective Date: May 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 04/20/05; 02/22/11

I. POLICY

The Department of Corrections will ensure that offenders in special housing units are provided the same general diet as offenders in general population housing.

II. APPLICABILITY

Facilities with full-scale food service operations that include the Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections.

III. DEFINITIONS

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

IV. DEPARTMENT DIRECTIVES

A. General Operations

1. Authorized staff will:
 - a. maintain food preparation, distribution, and storage areas for special housing units in accordance with all applicable safety and sanitation requirements, including those detailed in [DOC Policy 4.3.3., Food Service Safety and Sanitation](#);
 - b. supervise the preparation of all special unit meals;
 - c. ensure that the food is attractively presented and within the intended temperature range at the time of delivery;
 - d. carefully search all food carts and containers moving in and out of the unit;
 - e. adequately search each individual meal tray before distribution; and
 - f. monitor the consumption of all meals.
2. When retrieving offender meal trays, staff will ensure that all utensils and other distributed meal items are returned.
3. For safety or security purposes, authorized staff may alter the preparation and packaging of meals for special housing unit offenders in accordance with [DOC 4.3.2, Menu Planning](#).
4. Facility staff will prohibit offenders from serving meals in locked housing units.

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V. CLOSING

Questions concerning this policy should be directed to the food service director.

VI. REFERENCES

- A. [2-15-112, MCA](#)
- B. 4-4327; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policies* [4.3.2, Menu Planning](#); [4.3.3, Food Service Safety and Sanitation](#)

VII. ATTACHMENTS

None